

REQUIREMENTS FOR THE
TEACHING INTERN CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

TEACHING INTERN CERTIFICATE

The Teaching Intern certificate is valid for one year and may be extended yearly for no more than two consecutive years. The Teaching Intern certificate entitles the holder to enter into a teaching contract while completing the requirements for an Arizona Provisional Teaching certificate. Teaching Intern certificate holders who teach in a Structured English Immersion classroom shall hold a valid Provisional or full Structured English Immersion Endorsement, an English as a Second Language Endorsement, or a Bilingual Endorsement. The candidate shall be enrolled in an Arizona State Board authorized alternative path to certification program, or an Arizona State Board approved teacher preparation program. An individual is not eligible to hold the certificate more than once in a five-year period.

Requirements for the Teaching Intern Certificate – **Year One:**

1. Completed [Application for the Teaching Intern Certificate](#).
 2. A check or money order for **the appropriate fee**. Fees are \$60 for the Intern certificate. There is an additional \$60 fee if you are applying for the SEI endorsement. Additional approved areas are \$60 each.
 3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
 4. Official transcripts documenting a Bachelor's or more advanced degree from an accredited institution.
 5. Subject Knowledge Exam *
One of the following (A, B, or C)
 - A. A passing score on one or more of the subject knowledge portion(s) of the Arizona Educator Exams in the subject/certificate area you applying for ([NES or AEP](#)).
 - B. Master's degree in the appropriate subject area, verified by submitting official transcript(s). Note: Does not apply to the Elementary or Early Childhood certificates.
 - C. If a subject knowledge proficiency assessment is not offered, an approved area shall consist of 24 semester hours of subject-related courses from an accredited institution.
- *Note:** Individuals who will be teaching **visually impaired** or **hearing impaired** special education must pass a subject knowledge exam that corresponds to their teaching assignment. Please see Subject Knowledge exam requirements on page 3 for further information.
6. Verification letter indicating that the candidate is enrolled in an Arizona State Board approved alternative path to certification program or an Arizona State Board approved educator preparation program. The letter must be signed by the appropriate designee from the educator preparation program. ([List of contacts from the Arizona State Board approved educator preparation programs](#)).
 7. Individuals who are teaching in a Structured English Immersion (SEI) classroom must hold a Provisional or full SEI endorsement, or an ESL or Bilingual endorsement. If you are applying for the SEI endorsement, submit an official transcript or certificate of training documenting completion of 3 semester hours or 45 clock hours of state approved SEI training.

Requirements # 8 and # 9 are required within one year or three years.**

8. Arizona Constitution (a college course or the appropriate examination).
9. U.S. Constitution (a college course or the appropriate examination).

****NOTE:** If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have **three (3) years** under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have **one (1) year** to fulfill the requirement(s).

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EXTENSION OF THE TEACHING INTERN CERTIFICATE

THE TEACHING INTERN CERTIFICATE MAY BE EXTENDED YEARLY FOR NO MORE THAN TWO CONSECUTIVE YEARS.

Requirements for the Extension of the Teaching Intern Certificate:

1. Completed [Application to Extend a Teaching Intern Certificate](#). There is NO FEE to extend the Teaching Intern certificate.
 2. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
 3. A letter from the Board approved alternative path to certification program or an Arizona State Board authorized teacher preparation program verifying the completion of required coursework.
 4. Official transcripts documenting the required coursework must accompany the letter.
 5. Completion of the requirements to add the Structured English Immersion (SEI) Endorsement **
The full SEI endorsement requires **ONE** of the following (option A, B, or C):
 - A. Official transcript documenting a three (3) semester hours State Board approved SEI course or comparable SEI training from another state.
 - B. Certificate of training documenting completion of forty-five (45) clock hours of State Board approved SEI training or comparable SEI training from another state.
 - C. Teachers and administrators who hold a **Full** English as a Second Language (ESL) or **Full** Bilingual Education endorsement are exempt from the SEI requirement. Note: The Provisional ESL and Provisional Bilingual endorsements will **NOT** meet the SEI endorsement requirement.
- ** Note:** Teachers and administrators who hold a **Full** English as a Second Language (ESL) or **Full** Bilingual Education endorsement are exempt from the SEI requirement.
6. Official transcript or exam score report documenting completion of the Arizona and US constitution requirements, if applicable.

PROVISIONAL TEACHING CERTIFICATE

THE PROVISIONAL CERTIFICATE IS VALID FOR 3 YEARS AND IS NOT RENEWABLE, BUT MAY BE EXTENDED ONCE FOR 3 YEARS.

Requirements for the Provisional Teaching certificate:

1. Qualify and hold a valid Arizona Intern Certificate.
2. Submission of an Institutional Recommendation verifying the successful completion of an Arizona State Board authorized alternative path to certification program or an Arizona State Board approved teacher preparation program.
3. One of the following:
 - A. A passing score on the required NES/AEPA Professional Knowledge Exam.
 - B. Three years of full-time teaching at the appropriate level. Submit a [Verification of Teaching Experience](#) form completed and signed by the District Superintendent or Personnel Director to verify experience.
4. Completion of the requirements for a full SEI endorsement.
5. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
6. Official transcript or exam score report documenting completion of the Arizona and U.S. Constitution requirements, if applicable.

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SUBJECT KNOWLEDGE EXAM REQUIREMENTS FOR HEARING IMPAIRED AND VISUALLY IMPAIRED SPECIAL EDUCATION

Individuals who are applying for the Teaching Intern **Visually Impaired** or **Hearing Impaired** special education certificate must submit documentation of the following to meet the Subject Knowledge exam requirement:

1. Letter of verification, signed by a District Superintendent or Personnel Director, indicating your teaching assignment (grade level and subject) and indicating whether or not you will be a “teacher of record”.
2. A passing score on the subject knowledge exam that corresponds to the teaching assignment.

Teaching Assignment	Required <u>AEPA or NES</u> Subject Knowledge Exam
Early Childhood Birth-Grade 3 or age 8 Teacher of Record	<p><u>One</u> of the following:</p> <ul style="list-style-type: none"> A passing score on the AEPA Subject Knowledge Early Childhood Education (AEPA 36) exam. <p><u>OR</u></p> <ul style="list-style-type: none"> A passing score on the NES Subject Knowledge Elementary Education Subtest I (NT 102) <u>and</u> Subtest II (NT 103) exam.
Elementary Education, grades 1-8 Teacher of Record	<ul style="list-style-type: none"> A passing score on the NES Subject Knowledge Elementary Education Subtest I (NT 102) <u>and</u> Subtest II (NT 103) exam.
Secondary Education 6-12 (single subject) Teacher of Record	<p><u>One</u> of the following:</p> <ul style="list-style-type: none"> A passing score on the AEPA or NES Secondary Subject Knowledge exam in the appropriate subject area <p><u>OR</u></p> <ul style="list-style-type: none"> A Master’s degree from an accredited institution in the specific subject area <p><u>OR</u></p> <ul style="list-style-type: none"> If a subject knowledge proficiency assessment is not offered, an approved area shall consist of 24 semester hours of subject-related courses from an accredited institution.
Visually Impaired Special Education Teacher: Not Teacher of Record	<ul style="list-style-type: none"> A passing score on the AEPA Special Education: Visually Impaired (32) exam.
Hearing Impaired Special Education: Not Teacher of Record	<ul style="list-style-type: none"> A passing score on the AEPA Special Education: Hearing (26) exam.